

**APPROVED MINUTES OF THE MAY 21, 2018 MEETING OF THE  
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

**Location:** Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 22035, Conference Room 232

**Attending: SBC Members**

John Pellegrin, Claire Tse, Tracey Wood, Joseph Underwood, Malachi Jones, Jr., Kelly Hebron, Elizabeth Novak, Marvin Powell

**Staff (Department of Procurement and Material Management)**

Cathy Muse, Ron Shoram, Jason Im

**Guests**

Tom Pfeifer

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The meeting was called to order at 7:04 p.m. by Chairman Pellegrin

Minutes from the April 23, 2018 meeting were approved without amendment

**Strategic Plan Retreat Recap**

- Mr. Pfeifer recapped the Strategic Plan retreat and the action items that were reviewed, prioritized and assigned to commissioners
- Commissioner Jones will receive and compile any feedback on the Strategic Plan

**Committee Reports**

**Communications**

- Commissioner Wood reported on the recorded a round table discussion focusing on the Small Business Forum
- Commissioners Wood and Pellegrin met with the Office of Public Affairs to discuss the communication plan for the Small Business Forum
- Two commissioners will be asked to volunteer for upcoming segments on the Stepping Stones series

**Community Business Partnership (Quarterly Report)**

- Commissioner Hebron shared notes from the last meeting of the Community Business Partnership including staff changes and communication efforts to highlight its work
- Ideas for potential new classes at the CBP can be forwarded to Commissioner Hebron

**Economic Advisory Council (Quarterly Report) – No Report**

### **Education and Outreach**

- Commissioner Marvin Powell shared his experience speaking at an event at the Fairfax County Economic Development Authority focused on entrepreneurs

### **Executive – No Report**

### **Legislative and Policy**

- Commissioner Underwood is working with the Virginia General Assembly's Legislative Information System to receive more updates and information on potential legislation that can impact small businesses

### **Media Productions**

- See notes under Communications Committee Report

### **Office of Emergency Management – No Report**

### **Ombuds – No Report**

### **Small Business Forum**

- Bryan O'Byrne from the Small Business Administration has been confirmed as the keynote speaker
- Basim Mansour from the company Michael & Son has agreed to be an additional speaker
- Several exhibitors have confirmed to join selected Fairfax County departments for Reverse Trade Show
- The Bea Malone Award's nominating criteria will be revised to be (1) a small business; (2) Fairfax County is the location of their business; (3) that they have a proven track record of serving the Fairfax County community
- Action Item:
  - Commissioners to send potential speakers to the Small Business Forum Committee

### **Strategic Planning**

- See Strategic Plan Retreat Recap

### **Transparency – No Report**

### **Vendor Comments Board – No Report**

### **Old Business – No Report**

### **New Business**

- Commissioner Tse introduced the idea of a SBC LinkedIn page to help facilitate connecting with the small business community

### **Staff Report**

## SBC Meeting Minutes – May 21, 2018

- Ms. Muse provided a briefing on the updates to the Fairfax County Purchasing Resolution and other pertinent state legislation

**Adjournment** – Chairman Pellegrin adjourned the meeting at 7:43 p.m.